



Dean's Regulation
No. 3/2024 – UD
06 February 2024

**Methodology Guidelines for the Code of Studies at the Slovak
University of Technology in Bratislava**

The methodology guidelines for the Code of Studies of the Slovak University of Technology in Bratislava supplement certain points of the Internal Regulation 7/2023 "Study Regulations of the STU in Bratislava" dated 28 June 2023, which is binding for the STU Faculty of Materials Science and Technology located in Trnava.

Credit System

Article 9, point (8)

Student is obliged to submit a filled-in and signed application for recognition of the subjects completed in the previous study to the Faculty Mail Office **no later than two weeks after start of classes in the winter semester in the current academic year**. The subjects that the student requests to recognize must be part of the recommended study plan.

Student cannot apply for recognition of the following subjects completed in a previous study:

Bachelor study degree: Bachelor Thesis Project, Bachelor Thesis.

Master study degree: Master Thesis Project, Master Thesis.

Doctoral study degree: Dissertation Thesis Project, Dissertation Thesis.

State Examinations - all study degrees.

- Student cannot apply for recognition of the subjects completed in a previous study, if s/he completed this study successfully (obtained a full university education).
- Student cannot apply for recognition of the subjects completed in Bachelor degree if s/he is admitted and enrolled in Master degree study. A student cannot apply for recognition of the subjects completed in Master degree if s/he is admitted and enrolled in Bachelor degree study.
- When checking the conditions for continuing studies, credits for recognized subjects are not included in the minimum number of credits.
- If student elaborated Final Thesis during the previous study and, during the current study and with the consent of the study programme guarantor, elaborates the Final Thesis on the same topic (same assignment of the Final Thesis as that during the previous unsuccessfully completed study), s/he is obliged to re-elaborate the Final Thesis to the extent of at least 30% compared to the original Final Thesis.

Rules and Terms for Registering Study Plans During Enrolment

Article 11, point (2)

Student is obliged to submit the application for enrolment in subjects with a total number of credits higher than 90 (subjects cannot be repeatedly enrolled) to the Faculty Mail Office (or the student fills in an e-application via AIS) no later **than two weeks after start of classes in the winter semester in the current academic year**.

Article 11, point (3)

In justified cases, the Faculty Dean may authorize the enrolment of subjects with a total number of credits higher than 90 (maximum 95) to a student in the external form of Doctoral studies. The student is obliged to submit the request with a specific justification

and a statement from Supervisor at the Faculty Mail Office (or an e-application via AIS) no later than **one month after start of classes in the current academic year**. A repeatedly enrolled subject cannot be included in the enrolled subjects.

Article 11, point (4)

Student can apply for a change of registered compulsory elective or optional subjects no later than two weeks from the start of classes in the relevant semester in the current academic year.

Article 11, point (5)

Application for an individual study plan (ISP) is submitted by a Bachelor and Master degree student to the Faculty Mail Office (or as an e-application via AIS) no later than **two weeks from the start of classes in the relevant semester in the current academic year**.

After Dean's approval of the request, the student is obliged to submit the filled-in forms of "Conditions for completing the course according to the ISP" to the Faculty Registrar's Office no later than **one month after the approval of the ISP by the Dean**.

Final Thesis

Article 18, point (3)

Student is obliged to deliver the request for elaboration and defence of Final Thesis in English to the Faculty Registrar's Office no later than one month from the start of classes in the final year of study.

Article 18, point (17)

A written assessment of Final Thesis is elaborated and uploaded to AIS by both, the Thesis Supervisor and Reviewer, even if the student's Final Thesis is assessed FX, i.e. insufficient.

Article 18, point (12)

Upon the request and the approval opinion of the Supervisor and the Vice-Dean for education, the Dean can permit the student to postpone submission of Final Thesis according to the schedule of the academic year **by one calendar week**.

Accepted reasons for submitting a request for postponement of the Final Thesis submission to AIS are mainly health reasons and other serious reasons that must be stated in the request for a postponement and subsequently assessed by the Faculty Dean. Each reason must be supported by a relevant document (e.g. medical certificate, etc.).

Change of Study Programme

Article 20, point (1)

The Faculty Dean cannot allow student to change the study programme, if this change would include the student in a study programme and in a study year in which no students are enrolled, as the study programme was not opened.

Appendix No. 1
Record of the Examination Evaluation and Correction of Report

Article 6, point (2)

Grades of examination are uploaded into AIS by Examiner **no later than two working days** after the exam:

- when uploading the evaluation of subject at the end of the examination period in the winter semester (checking the conditions for advancement to the summer semester) to 1st-year students of Bachelor and Master degrees of study,
- when uploading the evaluation of subject at the end of the examination period in the summer semester to a student enrolled in the final year of study (preparation for the State Examinations).

The Examiner is obliged to record all the grades of the Examination. If student did not participate in classes, Examiner records the grade FX, i.e. insufficient.

Final Provisions

The Methodology Guidelines for the Code of Studies of the Slovak University of Technology in Bratislava were approved by the STU MTF Management in Trnava on 06 February 2024. The Guidelines for the Code of Studies become valid and effective on the day of approval by the STU MTF Management. Upon the approval of this Directive, the Dean's Methodology Guideline 1/2016-UD on study administration at the STU MTF in Trnava is cancelled.

Trnava on 06 February 2024

Prof. Ing. Miloš Čambál, CSc.
STU MTF Dean